



# CAPE MAY COUNTY SHERIFF'S OFFICE

**GARY G. SCHAFFER**

**SHERIFF**

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**EXECUTIVE UNDERSHERIFF**

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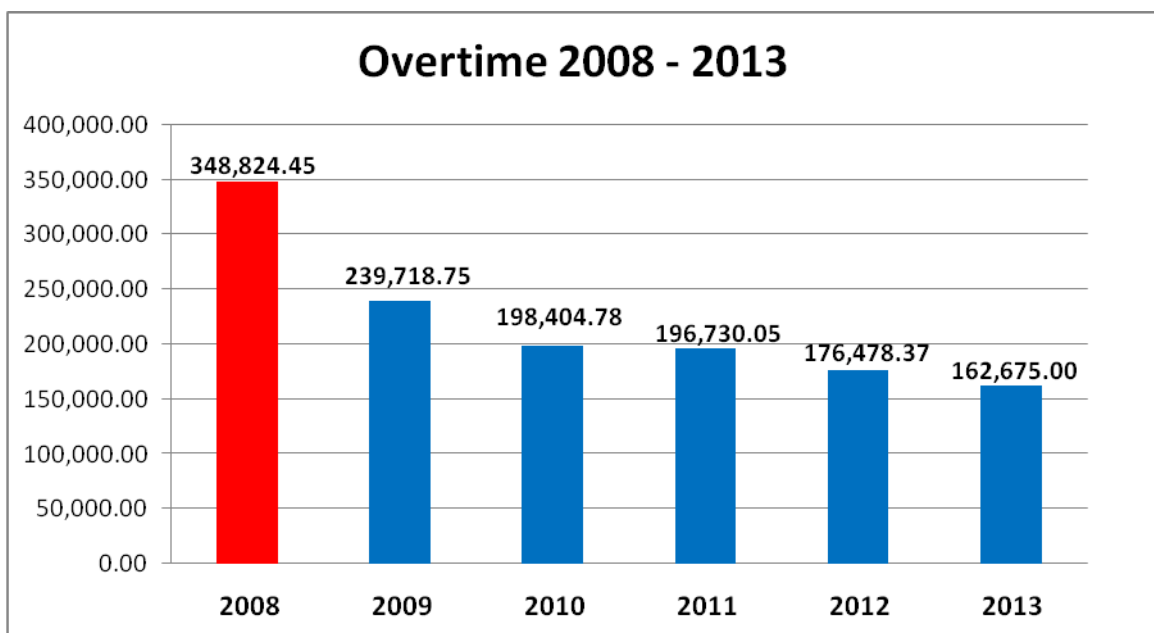
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TO: Freeholder Leonard Desiderio  
FROM: Sheriff Gary Schaffer  
REPORT: 2013 Yearly Report  
DATE: February 1, 2014

Completing my fifth year as Sheriff we continue to build on the changes made to this organization. These changes have been made systematically over the last five years to increase efficiency, officer safety and at the same time reducing costs as we continue to build a stronger professional organization. Currently there are 160 full time employees and 23 part time employees within the Sheriff's Office; a reduction from the 188 employees when I first became Sheriff.

There are four departments that the Sheriff's Office is responsible for and they include the Sheriff's Office Legal and Civil Division (DN301), the Correctional Center (DN501), County Security (DN301A) and the Animal Shelter (DN501A).

With continued restructuring of the Sheriff's Office we have reduced overtime costs without reducing services offered to the municipalities in which we serve. In many cases we have been able to increase assistance when requested. This includes additional assistance with personnel for major events, increase use of our K-9 Units by municipalities, the transportation of prisoners for our local towns and now transportation of juvenile offenders. This is reflected in the below overtime comparison chart.



I want to personally thank Executive Undersheriff John Maher, Undersheriff Bob Nolan, and Warden Donald Lombardo for their attention to detail as well as the remainder of my upper management and supervision teams that have made this possible. This is an extraordinary accomplishment to consider that wages continued to

increase over four years and overtime was dramatically reduced and maintained while providing outstanding law enforcement services. They are to be commended. I am obligated to point out that with salaries increasing once again in 2014, especially since we have taken over juvenile transportation costs, it will be extremely difficult to continue in this direction.

This year with a full year of 24 hour nursing at the Correctional Center, hospital overtime hours was reduced by 967 hours. This directly reflects the drop in overall overtime again this year. Without this adjustment overtime would have increased. However, I believe and the chart reflects; we are leveling out. The above chart reflects overtime for the four budgets managed by the Sheriff's Office.

Additionally when preparing an annual budget, one must project possible changes and events for the year. The efficient operation of the Sheriff's Office resulted in a budget salary surplus of \$641,940.08 and an additional \$176,086.57 for interagency agreements for a total of \$818,026.65 which was returned to the county treasurer at the end of 2013.

With the new unit, Office of Personnel, Ethics and Professional Standards, continued improvements have been made to address costs concerns with personnel and reduction of sick time use.

Additionally this Unit during 2012 was charged with the oversight of the **Commission on Accreditation for Law Enforcement Agencies** (CALEA) process. This includes review and rewriting policies and procedures for the entire organization and meeting 112 standards required for certification. We became the 6<sup>th</sup> Sheriff's Office in the State of New Jersey to receive this certification and the 6<sup>th</sup> Law Enforcement Agency in Cape May County. This should substantially reduce insurance costs for the county. One of the unit's responsibilities is to target harden the organization by continuing to improve professional standards and ethics and reducing costly litigation. This unit continues to provide the proofs needed to maintain the certification.

The Guardian Tracking System creates a system of documentation both positive and negative for management and supervisors to record and track the employee they are responsible for. We have built approximately 47 alerts into the system that help recognize the development of possible problems. It also affords the documentation necessary for yearly evaluations.

As we strive to increase services, responsibilities as well as accountability; we instituted Power DMS (data management system) and Guardian Tracking (early warning system) in 2011 for all the departments within the Sheriff's Office. I am hoping by the end of this current year to eliminate the need for yearly evaluations and use Guardian Tracking as an ongoing day to day evaluation system that is totally transparent to the employee. This has proven to be an invaluable tool and I strongly recommend the county look at using this system county wide.

The Power DMS system provides us the ability to be totally paperless, have instant access to documents and reports, have accountability on policy and procedures, complete necessary surveys; conduct training and record results.

With 60% of our inmate visits at the county jail through Internet Visitation we will be changing visiting hours at the jail to reflect this shift in visits. Cape May County became the first in the nation to introduce this new concept. Although visits still remain free when arriving in person at the Correctional Center, a \$10.00 fee is in place for visits conducted over the internet. In 2013 we generated \$11,497.70.

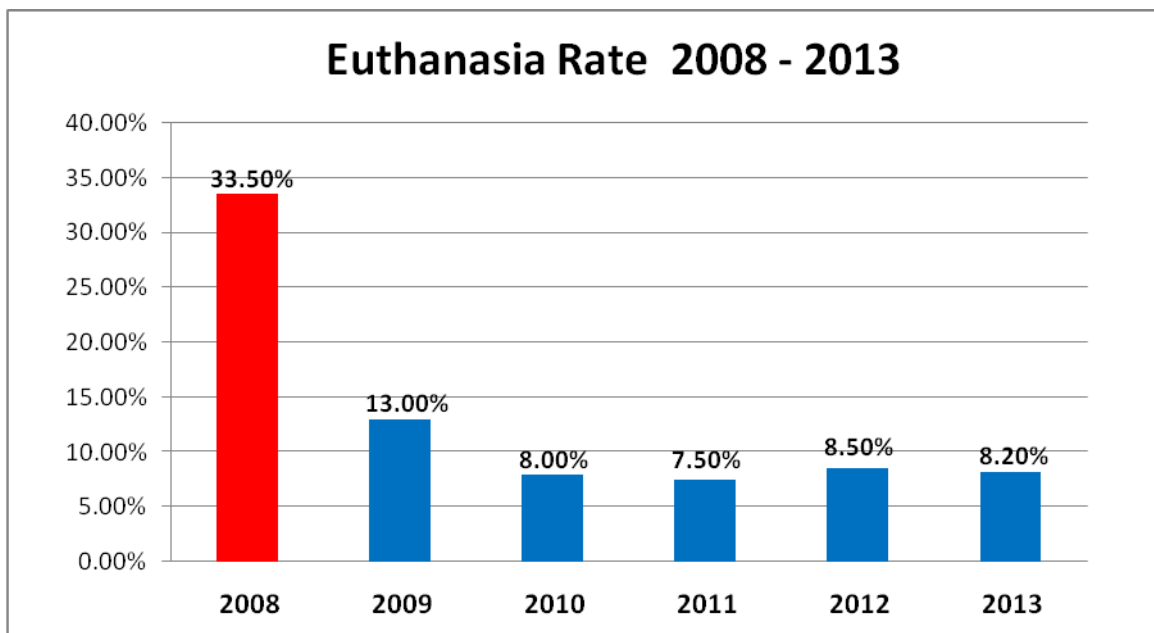
Additionally the Sheriff's Office took over the transportation of juveniles and electronic monitoring of juveniles. This resulted in elimination of positions for transportation and a reduction in beds required to house juveniles. The county contracts for two beds at the Harborfields Juvenile Detention Center in Atlantic County.

Any beds exceeding the two contracted beds cost the County \$300.00 per day per bed. This year there were 1399 total days served on electronic monitoring for juveniles. The cost of housing these juveniles would be between \$201,300.00 and \$419,700.00 for 2013. The cost of the electronic monitors was \$8,177.09.

Although sometimes not associated with the Office of the Sheriff, I would be remiss if I did not point out some highlights and commend the management team and staff at the Cape May County Animal Shelter. After restructuring the chain of command at the shelter, reviewing and modifying policy and procedures and obtaining more input from municipalities; management was directed to look at risk management improvements and community involvement. Two staff members were then certified to conduct temperament testing on dogs through the ASPCA “SAFER” test method. This is a nationally recognized aggression assessment test designed to assess the probability of future aggression in dogs. All dogs are tested prior to adoption; reducing the liability to the county.

Modifications were made to the kennels in the animal control officer intake room to decrease the chance of an officer being injured while securing an aggressive dog. Kennels are now equipped to accommodate a rabies pole. Additionally stainless steel walls were installed to make cleaning the facility easier and faster.

Once again with a new management team in place, restructuring and better training of personnel, facilitating meetings with local towns, veterinarians, and volunteers has not only resulted in a better cost savings; but also a dramatic reduction in the euthansia rate. The below chart reflects that the euthansia rate for the shelter for the fourth year in a row has dropped and is well below 10% that enables the shelter to be classified as a no kill shelter. This is one of the few public shelters that can make this claim. The management and staff at the shelter truly need to be congratulated on the job they have done.



The fourth year of the Alternative to Incarceration Program (AIP) saved the county \$759,725.18 in housing expenses and labor costs in 2013. The Alternative to Incarceration Program, with assistance from our medical unit at the correctional center and with quarterly meetings with Cape Regional Medical Center reduced the cost of medical services to inmates by over \$200,000.00 this past year. With \$2,523,788.42 in costs savings to the County of Cape May, not counting medical savings, over the past four years, this program stands as a model for others. Congratulations must be given to Dave Tomkinson the coordinator of this program and his assistant Louis Taylor, for their dedicated and unselfish work ethic that has made this program succeed.

We have taken great strides to greater professionalize the Office of the Sheriff through our Professional Conduct and Ethics Unit. As required we submitted the Professional Standards Summary Report for 2013 to the County Prosecutor's Office as required under Attorney General Guidelines. In 2013, the Internal Affairs Unit initiated 41 case records (investigations) that generated 72 complaints against members and civilian employees of the Sheriff's Office.

This compares to 27 case records in 2012 that generated 47 complaints. The 2013 data results in an increase of 51.8% in case records and an increase of 53.2 % in complaints.

An in depth review of the complaints indicate, 32 complaints were generated internally, which means that the complaints were generated by supervisors or other members of the Cape May County Sheriff's Office. The additional 40 complaints were generated as citizen complaints. Citizen complaints include all complaints generated by members of the public, other agencies or entities and from Correctional Center inmates.

The report includes the principal officer, the allegation, the disposition, the complainant and complainant characteristics that include age, sex and race. An analysis of the data reveals that there was no systematic misconduct by any member or employee of the Sheriff's Office.

An in depth review of the 40 citizen complaints indicate, 5 complaints came from 4 members of the public.. The remaining 35 complaints came from 17 inmate cases by 13 different inmates. (2 inmates generated 22 complaints from 6 cases and 11 different inmate cases generated the other 13 complaints).

In analyzing agency dispositions, there were 9 dispositions in 2013 for 2012 complaints. Dispositions were completed in 2013 for 70 of 72 complaints (97%). The 2 investigations pending dispositions, as of December 31, 2013, both involve internal agency complaints for Other Rule Violations.

The 9 dispositions from 2012 complaints included 1 Sustained internal agency Other Rule Violation. This matter was an official discipline case that is connected with a 2013 disposition case that is pending Adjudication. The 8 Exonerated Excessive Force complaints were from 2 inmates in 2 separate incidents with the respective incidents involving 3 and 5 officers.

Breaking down the 70 dispositions from 2013, the 11 Excessive Force complaints had dispositions as follows: 11 Exonerated.

The 2 Other Criminal violations were both sustained.

The 3 complaints of Differential Treatment had dispositions as follows: 2 Exonerated, 1 Not Sustained.

The 9 Demeanor complaints had dispositions as follows: 3 Sustained, 6 Not Sustained.

The 45 Other Rule violation complaints had dispositions as follows: 32 were Sustained, 8 were Exonerated, 2 were Not Sustained, 2 were Unfounded and 1 was Administratively Closed.

The Administratively Closed complaint involved an internal agency Other Rule Violation complaint against a civilian employee who subsequently resigned before the completion of the investigation.

The 2 Sustained Other Criminal Violation dispositions resulted in 1 case involving an officer being dismissed in Superior Court and 1 case involving a civilian employee pending Superior Court disposition.

The remaining 35 Sustained dispositions for 2013 resulted from 26 internal agency complaints of which 24 were for Other Rule Violations and 2 were Demeanor violations. The 9 sustained citizen complaints were from 1 Citizen Demeanor complaint and 8 Inmate Other Rule Violation complaints from 2 inmates in 2 separate incidents with each incident involving 4 officers. These 35 sustained dispositions resulted from 22 case records (Investigations).

Of these 37 Sustained dispositions for 2013, 9 (24%) resulted in supervisory action and 28 (76%) resulted in official discipline.

For the 28 dispositions involving official discipline, 3 dispositions (10.7%) resulted in Official Reprimands, 15 dispositions (53.6%) resulted in minor discipline and 10 dispositions (35.7%) involved imposition of major discipline. Of the 10 sustained dispositions of major discipline, 2 resulted in resignation before adjudication and 5 were still pending adjudication as of December 31, 2013.

We continue to emphasize training within the organization, 8025.50 training hours for corrections, 7455.50 hours for the law enforcement division, and 2190.50 hours for the K-9 Unit for a total of 17671.5 hours of training. Our agency also provided the Cape May County Police Academy with 1743 instructor hours.

Below is a list of accomplishments, additional programs and changes made to various divisions within the Sheriff's Office to increase efficiency, services and safety:

**Law Enforcement and Civil Section:**

1. Implementing the use of Taser Axon personal body cameras to be worn by officers. Twelve cameras are being introduced for use in the Warrant, K-9 and 4-12 Units that should result in better documentation for frivolous suits filed by inmates.
2. Currently in planning stages for Phase Two of the Security Upgrade. This upgrade will include video coverage of all courtrooms, lobbies, common areas and hallways in the Superior Courthouse. Coverage will also include nearly all offices. Additionally, access card readers will be added to a number of doors increasing the level of security in the Superior Courthouse.
3. Canine Handler Teasenfitz and partner Hank and Canine Handler Gomez and partner West graduated a 12 week tracking school for Bloodhounds. This training was given at the Cape May County Police Academy. The training and lesson plan were prepared and instructed by Corporal Russ Norcross of the Cape May County Sheriff's Office. This lesson plan was subsequently submitted to the New Jersey Attorney General's Office for review and approval for standardized Bloodhound training. This standardized Bloodhound training will be the first of its kind in the State of New Jersey.
4. Instituted a Bloodhound In-service program for Bloodhound training. This service is offered and provided to all police Bloodhound handlers that wish to attend on a monthly basis.
5. Two canine handlers and their patrol dog partners have been assigned to the Cape May County Regional SWAT Team.
6. Two ballistic vests for Canine Axel and Canine Jax were donated through a close working relationship with the Cape May County Dog Obedience Training Club.
7. Corporal Norcross and Officer Mistic began a 14 week canine scent class for narcotic detection and explosive detection respectively. Graduation was held on 12/20/13.

8. Implemented new computer data base for scheduling, tracking and recording all training that is received by employees of the Cape May County Sheriff's Office. This system provides a much higher degree of accountability and accuracy enabling and ensuring that all training requirements are achieved.
9. Participated in two non-support state wide child support sweeps.
10. Supported Lower Township with personnel for the July 4<sup>th</sup> fireworks crowd control and traffic control.
11. Participated in National Night out in Ocean City, Dennis Township, Lower Township, Middle Township, Wildwood, Cape May City, North Wildwood and Sea Isle City.
12. Participated and supplied security for the 4-H Fair.
13. Assisted North Wildwood with personnel for Memorial Day Weekend and the Irish Festival.
14. Assisted the North Wildwood, Wildwood and Sea Isle with K-9 Units on weekends during the summer months.
15. Assisted Lower Township Police Department with traffic control for the triathlon.
16. Four officers were hired and trained to replace four officers that retired.
17. Implemented use of Automated License Plate Reader to assist in identifying traffic violations, stolen vehicles and wanted persons.
18. Purchased and implemented use of two LIDAR units for speed enforcement.
19. Installed LIDAR certification course to calibrate LIDAR units.
20. Assisted the Cape May County Road Department with traffic safety on grass cutting details during summer months.
21. Assisted municipalities on hospital details.
22. Assisted Sea Isle City with Annual Polar Bear Plunge. K-9 and additional officers detailed to assist.
23. Developed Mounted Unit School Demonstration. This program is to be expanded in 2014.
24. Mounted Unit deployed for North Wildwood Irish Festival.
25. Participated in seven holiday parades plus two additional parades scheduled for December. Parade participants include the Mounted Unit, McGruff, Eddie Eagle and the Cape May County Sheriff's Office Explorers.
26. Thirty one Crime Prevention school presentations. Presentations were McGruff on Dangerous Strangers, Bullying and Eddie Eagle on Gun Safety. Throughout Cape May County, 3,535 students attended these presentations.
27. Transitioned to electronic Crime Prevention notification and communication with the schools. This will enable us to enjoy additional savings on paper, postage and hours dedicated to scheduling and program coordination.

### **Correctional Center:**

- 1) Securus was awarded the inmate telephone contract and as part of the contract the facility now has an Integrated Voice Response (IVR) system and a Jail Management System (JMS).
- 2) Initiated a policy that stipulates that all unclaimed property for inmates sentenced to state prison is donated to the ARC of Rio Grande.
- 3) Met with the State Comptroller's Office in regards to their interest in our overtime Standard Operating Procedures; due to the consistently low overtime budget for the facility.
- 4) Corrections officers assigned the task of juvenile transports.
- 5) All corrections officers were issued new portables that comply with FCC regulations that permit transmissions on narrow band only.
- 6) A flat screen TV was installed in the investigators office to enhance the viewing of facility videos during the investigative phase and the interview phase.
- 7) Upon completion of the bid process; the contract was renewed with Secure Alert to continue the electronic monitoring program for low risk inmates.
- 8) Two officers were hired from Gloucester County through an inter-governmental transfer; a substantial benefit to the operating of the facility, due to the fact they have completed the basic academy.
- 9) In mid-October, the Kick-Off meeting was held with the architects, engineers and consultants regarding the construction of the new correctional facility.
- 10) Purchased through the food service "Investment Account" a "High Speed Convection Steamer" for the kitchen which will increase the efficiency of the food process, increase safety (no boiling of water) reduce cooking time and will essentially provide healthier meals.
- 11) Purchased a "Nurse on a Stick"; to increase the efficiency of monitoring the blood pressure and body temperature of the inmates.
- 12) Extended the "Fresh to You" program to every week through the food service vendor; which rewards deserving inmates with a special meal that is purchased through the Inmate Welfare Fund.
- 13) Purchased Flat Screen Televisions for all the housing units through the Inmate Welfare Fund.
- 14) Purchased a word processor through the Inmate Welfare Fund to assist inmates in the law library.
- 15) Consolidated the Classification and the Internal Affairs function; previously three officers were assigned to this function, but upon retirement of the classification officer the tasks are efficiently being completed by two officers.
- 16) New ventilators (to improve air quality) were installed in inmate housing areas North 1 and North 2.
- 17) C/O Coombs, Sr. and C/O Riggins were assigned as the facility's representatives to the County's Wellness Program.
- 18) The facility purchased two new Emergency Restraint Chairs to replace existing models.

## **Animal Shelter:**

- 1) An emergency generator was installed that will enable the Shelter to have lighting, power and HVAC system operation for extended outages of utility electrical power. The Shelter will be able to operate during major weather events. This project utilized the NJ State Contract procurement system which allowed the County to have the system on-line at a fair price without the lengthy and cumbersome bidding process.
- 2) The Cape May County Animal Population Control Plan issued 62 vouchers to County residents. Applicants pay \$10.00 co-pay, provide proof of residency and proof of qualifying assistance to obtain a voucher. The cost of altering the pet is paid to contracted veterinarians through the Spay/Neuter Trust Fund. This Trust is funded by participating CMC municipalities, donations and grants. To date \$9921.35 came from private donations, \$3735.00 came from grants through PetSmart Charities, Inc and \$25,227.00 came from the participating municipalities. In addition to providing funds for low cost spay/neuter for qualifying County residents this Trust pays for spay/neuter procedures and surgeries of Shelter animals. *(NOTE: The two largest municipalities in the county (Lower and Middle Township) and the City of Cape May did not participate in this program in 2013. Lower Township will be contributing in 2014 which means this fund will increase by \$13,287.00.)*
- 3) The Animal Shelter Trust Fund, a 100% private donation funded account, continues to allow the Shelter to provide additional services to the residents of Cape May County, to improve the overall operation and allow for excellent medical treatment for animals under our care at no expense to the taxpayer.
- 4) In 2013 \$94,496.94 in private donations were received. *(NOTE: The Shelter received \$54,000.00 in a private donation from the Caroline Doherty Foundation.)* This account provided veterinary care for 68 pets owned by Cape May County residents totaling \$9217.23. Without our help these pets would not have received veterinary care. It also allows Shelter animals to receive treatment and surgeries that otherwise would be too costly. In addition this account paid for advertising and promotion of Shelter events held throughout the year.
- 5) To date \$23,070.00 from the ASTF has been used for a ventilation rehabilitation project. The entire ventilation system at the Shelter was cleaned and areas replaced as needed. Three critical exhaust systems were replaced and three roofcaps installed. This has resulted in a healthier working environment for employees and healthier living conditions for the animals.

- 6) Funds from the ASTF allowed the Shelter to continue through 2013 to contract with Carol Siegrist, previous Director of Training and Animal Behavior for the Pennsylvania SPCA. Carol Siegrist is a Certified Professional Dog Trainer (CPDT-KA) and a Certified Canine Behavior Consultant (CCBC-KA). Siegrist also has a Bachelor of Science Degree in Education from Temple University and an MBA from Drexel University. In addition to training staff and volunteers, Siegrist provides behavior and temperament assessments on Shelter dogs and consults with Shelter management weekly. To date donations have funded \$13,138.50 toward this program. This increase in risk management and volunteer and staff training programs again comes at no expense to the taxpayer.
- 7) Throughout 2013 the strong cooperative relationship between the Animal Alliance of Cape May County and the Shelter continued to save a considerable amount of money while providing a much needed service to the County. By honoring vouchers from the Cape May County Animal Population Control Plan in their weekly clinics \$1295.00 was saved in feline surgeries and \$44.00 in rabies vaccines. This savings remains in the Spay/Neuter Trust Funds allowing more Cape May County residents to benefit from the program. In addition a savings of \$13,490.00 was realized in surgery fees for Shelter felines by utilizing the weekly clinic for Shelter cats. In addition \$386.00 was saved in rabies vaccines for Shelter felines as the Alliance includes this vaccine with all their surgeries. Total savings realized due to this group is \$15,215.00.
- 8) Through 2013 volunteers performed a total of 5,574.5 hours. Twenty-six volunteers performed 4621.5 hours of volunteer work at the Shelter and another twenty-five volunteers performed 953 hours for the Shelter at the PetSmart store in Rio Grande. On average an animal attendant is paid \$12.95 per hour. Calculated at that rate volunteer hours equal \$72,189.75 that is NOT billed to the taxpayer.

## **Law Enforcement / Civil Division**

The Law Enforcement Division of the Sheriff's Office is charged with providing protection and security for judges and jurors, witnesses and anyone having business before the courts, transportation of inmates, warrants and civil services, identification bureau, crime prevention, K-9 services and search and rescue. Additional duties assigned to Sheriff Officers are fingerprinting applicants for certain jobs, conducting live-scan processing for both adults and juvenile criminals; in addition to domestic violence offenders, the collection of DNA samples for all those individuals as mandated by the Courts and educational programs for children's safety such as McGruff and Eddie Eagle. The Law Enforcement and Civil Division fall under the leadership of Executive Undersheriff John Maher with the day to day operations being supervised by Undersheriff Robert Nolan and Captain Frank Germanio.

Below is a synopsis for each division / unit within the Sheriff's Office.

### **Canine Unit:**

In addition to assisting towns with supplementing patrol functions with the unit's patrol dogs, need for K-9 services increased from 379 to 421 calls for service. Twenty eight (28) police districts requested assistance from our K-9 Unit. In addition, this unit assisted North Wildwood, Wildwood, and Sea Isle with added enforcement during the summer months and during special events like the Irish Festival, Roar to the Shore, Polar Bear Plunge, concerts, and Memorial Day Weekend, etc.

With reducing the number of dogs in the unit, by cross training dogs from 12 to 9 and partnering with the Cape May County Animal Shelter for medical services, total expenses were reduced. The K-9 Unit now has five trained teams. In addition to caring for their dogs for **248** work days, the kennels were cared for and maintained on **99** days off. Over 410.5 hours were spent cleaning and maintaining the kennels along with 482.5 administrative hours. There was a total of 794 hours of K-9 training over **255** days and an additional **440** hours of non-K-9 required training for a total of **1224** hours of training.

The **421** calls for service resulted in **222.5** hours of overtime for call outs, **690** hours of straight time for call outs, and **58.75** hours of comp time for call outs. The officers in this unit are to be commended for using no sick time for the second straight year.

The K-9 Unit now has three patrol dogs that are crossed trained in narcotics or explosives with two more currently in training to graduate early spring 2014. Two members Sgt. Perednas and Officer Harris are now assigned with their K-9 partners to the County Regional SWAT Team.

Our K-9 Unit partnered with the National Police Bloodhound Association and conducted the first Bloodhound Academy in the State of New Jersey with all teams receiving national certification. One explosive team has been training with the State and will be detailed to the Super Bowl in February 2014.

### **K-9 Service Calls**

<b>Accelerant:</b>	<b>05</b>	<b>Demonstrations:</b>	<b>32</b>
<b>Explosives:</b>	<b>63</b>	<b>Assist County Jail:</b>	<b>02</b>
<b>Narcotics:</b>	<b>124</b>	<b>Patrol Dog Requests:</b>	<b>123</b>
<b>Criminal Track:</b>	<b>25</b>	<b>Cadaver:</b>	<b>1</b>
<b>Missing Person:</b>	<b>35</b>	<b>Other Agency Assists:</b>	<b>04</b>
<b>Project Lifesaver:</b>	<b>08</b>	<b>Park and Zoo</b>	<b>03</b>

**Total: 421 calls**

### **Court Security Unit:**

This unit is responsible for security of the Cape May Court House building, judges, hearing officers, jurors, visitors and lodging inmates for court appearances from Correctional Centers. Even with handling 3,432 inmates for court appearances as well as security of all other personnel for courts there were no security incidents or complaints received on our officers. There were 3 full time Superior Court Judges, 13 part time Superior Court Judges and 5 part time hearing officers assigned to Cape May County in 2013. These officers are to be commended for an outstanding job.

<b>2792</b>	Adult inmates handled for Superior Court
<b>353</b>	New Commitments
<b>103</b>	Juveniles for Superior Court

<b>222</b>	Drug Court
<b>3117</b>	Total inmates handled for Superior Court
<b>1,133</b>	Court Officers needed for assignments
<b>1,093</b>	Court Room assignments for criminal court, family court, civil court, drug court, hearing officers.
<b>356</b>	Video Conference Hearings
<b>149</b>	DNA samples were taken from 117 adults and 32 juveniles.
<b>305</b>	Live Scans were completed.
<b>279</b>	Total warrants executed in the Superior Court House
<b>957</b>	Total hours of mandatory and advanced training for 17 officers.
<b>852.75</b>	Sick time used by officers of this unit.
<b>932</b>	Overtime/comp time used by this unit
<b>247</b>	Bank escorts
<b>34%</b>	Decrease in overtime for this Unit.
<b>36%</b>	Decrease in sick time for this Unit.
<b>5</b>	Number of full time judges assigned to court house.
<b>11</b>	Number of part-time judges and hearing officers assigned to Court House.
<b>5</b>	Hearing Officers.
<b>4</b>	Number of replacement officers graduating from police academy this year.
<b>3</b>	Number of interns from ACCC that completed internship program

### **Transportation Unit:**

This unit is responsible for safely and securely transporting the majority of inmates for the Sheriff's Office. Transports include moving inmates from the County Correctional Center for Court, medical transports, rehab transports, transports for municipalities as well as out of county and out of state inmate transportation.

This unit transported 4019 inmates in 2012 an increase of 331 inmates from 2012 without incident and to be commended for their professionalism and work ethic.

<b>487</b>	In-County transports for municipalities.
<b>371</b>	Inmates transported for municipalities.
<b>100</b>	New Commitments
<b>19</b>	Inmates transported for municipalities to Cape Regional Medical Center
<b>106</b>	Inmates transported for doctor appointments.
<b>2,684</b>	Total inmates transported for Superior Court.
<b>348</b>	New Commitments from Superior Court

<b>347</b>	Inmates transported out of county to and from other county institutions, hospitals, doctor appointments and rehabs.
<b>7</b>	Out of state transports for inmates
<b>140</b>	Juvenile transports for courts, commitments, and rehabs.
<b>4046</b>	Inmates transported by this unit without incident
<b>1944</b>	Total Transports
<b>54,560</b>	Total miles traveled out of county and state for transportation of inmates.
<b>143</b>	Total mandatory and advanced training for officers in this unit.
<b>255.5</b>	Total overtime for this unit.
<b>143</b>	Total sick time for this unit.

### **Warrants and ID Bureau:**

This unit is responsible for receiving, recording and processing all warrants. They are additionally charged with execution of warrants and arrests of wanted persons. They work hand and hand with county probation, responsible for probation flag requests, volunteer and employment background checks, monitoring crime stoppers and 411 Tip Line, preparing photo lineups for municipalities as well as court room and transportation assists when needed. This unit is extremely professionally supervised and continues to exceed expectations.

<b>1232</b>	Total Warrants Received for the year
<b>274</b>	Warrants recalled
<b>1638</b>	Attempted warrant services
<b>997</b>	Warrants served
<b>667</b>	Active warrants
<b>602</b>	Warrant validations
<b>15</b>	Photo line-ups prepared
<b>41</b>	Court room assists
<b>290</b>	Employment and Military backgrounds
<b>771</b>	Flag requests for probation
<b>124</b>	Animal Shelter Volunteer backgrounds
<b>67</b>	Crime stopper reports
<b>426</b>	Tip411 communications / reports (up from 72 in 2012)
<b>953</b>	Mandatory and advanced training hours for 8 officers

Additionally the Warrant Unit street activity resulted in:

<b>389</b>	Arrests
<b>34</b>	Assists to municipalities

<b>40</b>	Traffic Stops
<b>27</b>	Verbal Warnings
<b>2</b>	Written warnings
<b>16</b>	Summons
<b>21</b>	New charges
<b>11</b>	Transportation assists for moving inmates for Sheriff's Office and municipalities.
<b>513</b>	Overtime/comp time hours
<b>385.5</b>	Sick time hours

#### **Park Unit:**

This unit is responsible for the security and safety of the county park and zoo operations as well as the residents and visitors that frequent. They are additionally charged with the responsibility of the crime prevention programs and community support programs. This unit ( includes McGruff and Eddie Eagle) made appearances throughout the county in various parades, school assemblies, children's library groups for child safety programs, neighborhood watch, senior citizen security, child fingerprinting and the 4-H Fair. This unit also has control and oversight of Project Lifesaver.

<b>11,605</b>	Vehicle tours of the park
<b>418</b>	Bank escorts
<b>80</b>	Lost and found reports
<b>56</b>	Reported lost
<b>1919</b>	Park Ordinance Violations – Verbal warnings
<b>12</b>	Lockouts
<b>4,375</b>	Zoo tours
<b>319.75</b>	Bicycle patrol hours
<b>419</b>	Mounted patrol hours
<b>1,605.25</b>	Hours of radar enforcement
<b>640</b>	Motor vehicle violations – verbal warnings issued
<b>78</b>	Motor vehicle violations – written warnings issued
<b>46</b>	Motor vehicle summons issued
<b>11</b>	Arrests made
<b>161.25</b>	Hours of nursing home patrol
<b>104.75</b>	Hours of Animal Shelter Patrol
<b>57</b>	Educational McGruff/Eddie Eagle Programs for over 3,535 children
<b>37</b>	Missing and found juveniles

Some additional collected information:

<b>178,037</b>	Vehicle count (up from 159,905 in 2012)
<b>635</b>	School Buses (up from 611 in 2012)
<b>68</b>	School tours conducted (up from 39 in 2012)
<b>473</b>	Mini Buses (up from 466 in 2012)
<b>179,182</b>	Total Vehicles (up from 161,548)

#### **4-12 Shift Field Support Unit:**

This unit was created at the request of the local Chiefs of Police to assist them in transportation of inmates after hours. It also helps us meet a core function of inmate transportation and control. The unit's primary responsibility is transportation of prisoners from municipalities. The unit also assists with warrant entries, warrant validations for the ID Bureau, civil services, warrant executions, electronic bracelet monitoring, court room duties and general road patrol.

<b>166</b>	Inmates transported for municipalities
<b>75</b>	Inmates transported for Superior Court
<b>117</b>	Inmates transported outside the county and state
<b>13,916</b>	Miles transported outside county and state
<b>25</b>	Juvenile transports
<b>22</b>	Medical transports
<b>405</b>	Total inmate transports
<b>282</b>	Motor Vehicle stops
<b>153</b>	Verbal warnings
<b>84</b>	Written warnings
<b>98</b>	Summons
<b>10</b>	Arrests
<b>401.25</b>	Mandatory and advanced training hours for officers in this unit.
<b>52</b>	Warrant entries made
<b>151</b>	Civil services attempted
<b>55</b>	Civil services / arrests made
<b>729</b>	AIP Bracelet checks made
<b>88</b>	Tip 411 answered
<b>123.75</b>	Sick time used for offices in this unit.

#### **School Resource Officer:**

One officer is assigned to Cape May County Special Services School District whose salary is compensated by the school. The following is a breakdown of services and events.

<b>22</b>	Total incidents reported including disorderly conduct, property damage, false fire alarms, criminal mischief, runaway/truancy, drug screening, mental evaluations.
<b>4</b>	Total arrests made
<b>36</b>	Total incident reports completed
<b>3</b>	Presentations made
<b>509</b>	Outside tours
<b>789</b>	Inside tours
<b>10</b>	Fire Drills conducted
<b>9</b>	Lockdown drills conducted
<b>0</b>	Summons issued
<b>33</b>	Meetings attended

### **Training Unit:**

The training Unit is responsible for all basic, advanced and in-service training. All instructors are certified through the NJ Police Training Commission. A new software program has enable this unit to have better record keeping, making sure all officers are up to date on required training.

<b>8,025.5</b>	Hours of training for the Correctional Division
<b>7,455.50</b>	Hours of training for the Legal Division
<b>2,190.5</b>	Hours of training for the K-9 Division
<b>17,671.5</b>	Total hours of basic training, mandatory in-service training and advanced training
<b>510</b>	Training records for 2013
<b>132</b>	Different training classes attended
<b>4,081</b>	Total officers attending classes
<b>1,743</b>	Hours of Instructional Training given to the Cape May County Police Academy

### **Administrative Services:**

The following work was completed by administrative and civil services. This unit is responsible for the receiving and distribution of funds and recording civil complaints and services.

<b>566</b>	Summons and Complaints received.	(down from 633)
<b>162</b>	Sheriff's Sales received	(up from 142)
<b>180</b>	Sale notices posted	(up from 144)
<b>124</b>	Sale deeds prepared	(up from 108)
<b>122</b>	Sales	(up from 108)
<b>424</b>	Writs	(up from 375)

<b>119</b>	Wage executions	(down from 143)
<b>1,697</b>	Total received	
<b>\$4,462,102.78</b>	Monthly receipts	(up from \$2,459,374.13)
<b>\$319,477.97</b>	County Fees collected	(down from \$459,621.31)
<b>\$509,106.11</b>	Bails, fines, and non-support collected	(down from \$577,159.59)

The following reflects the revenues generated:

Animal Shelter	<b>\$ 38,787.16</b>
Animal Shelter Donations	<b>\$ 94,496.94</b>
Securus Phone Receipts	<b>\$108,531.58</b>
Processing Fees	<b>\$ 60,688.51</b>
Medical Co-Payments	<b>\$ 8,364.71</b>
Social Security Payments	<b>\$ 10,800.00</b>
Electronic Monitoring	<b>\$ 25,091.09</b>
SLAP	<b>\$ 7,374.00</b>
North Wildwood Inter Local Agreement	<b>\$ 20,256.08</b>
Lower Township Inter Local Agreement	<b>\$ 3,490.41</b>
NJ KIDS	<b>\$ 58,850.22</b>
Scapp Funding	<b>\$ 25,799.00</b>
State Billing Receipts	<b>\$ 7,547.00</b>
Commission for sales and collections	<b>\$319,477.97</b>
Internet Visitation	<b>\$ 11,497.70</b>
Social Services	<b>\$111,420.96</b>
SRO	<b>\$ 74,494.00</b>
Total	<b>\$1,035,234.36</b>

## **Correctional Division**

The Sheriff's Correctional Division has, as a primary function, the security of the Cape May County Correctional Center. The Correctional Center is located in the Crest Haven Complex, and is designed to hold 188 inmates. Although designed as a Correctional Center, it regularly holds County, State and Federal prisoners. Additionally the Alternative to Incarceration Program (AIP), that includes a inmate work force, electronic monitoring and special sentences operates from this facility. The Correctional Division is under the general leadership of the Executive Undersheriff John Maher and the day to day operations under the supervision of Warden Donald Lombardo and Captain Kathy Krych.

### **Alternative to Incarceration Program:**

This program continues to be success. A detailed meeting was held with court administrators and judges this year. As a result there was more judicial cooperation when severe medical cases were involved. Inmates were moved to electronic monitoring; saving the cost of medical care and treatment that would have been required if incarcerated in the county jail. Total savings through this program was **\$550,248.03**. Another **\$201,300.00 – \$419,700.00** was saved on cost of juvenile incarcerations bring the total savings to the county by this Alternative to Incarceration Program for 2013 at **\$751,548.09 - \$969,948.03**.

### **Sheriff Labor Assistance Program:**

<b>169</b>	Total Inmates in the program for the year.
<b>131</b>	Total number of new inmates this year.
<b>104</b>	Number of inmates that completed the program.
<b>43</b>	Number of inmates removed from the program.
<b>0</b>	Number of inmates transferred to Electronic Monitoring.
<b>0</b>	Inmates transferred to another county.
<b>\$7,374.00</b>	Fees collected from inmates
<b>\$71,500.00</b>	Total money saved on incarceration @\$98.00 per day
<b>1750</b>	Total number of 7 hour work days assigned.
<b>\$181,055.00</b>	Salaries saved for SLAP workers assigned duties @ 14.78 per hour.

The following is a breakdown of work sites utilized in 2011:

<b>97</b>	Crest Haven Nursing Home	<b>285</b>	CMC Veteran's Cemetery
<b>595</b>	CMC Park	<b>74</b>	CMC Correctional Center
<b>694</b>	CMC Animal Shelter	<b>05</b>	Other

### **Electronic Monitoring Program:**

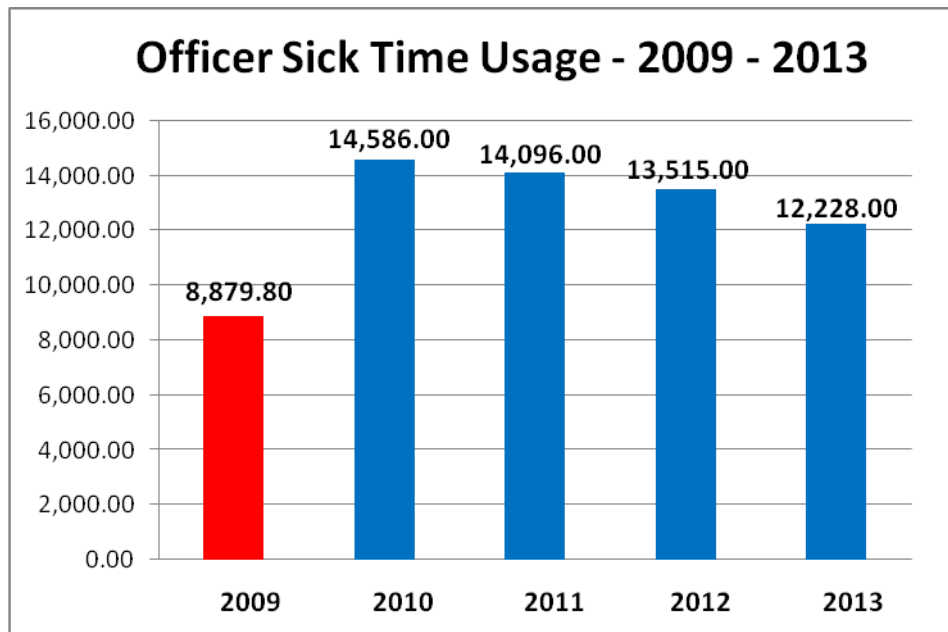
<b>51</b>	Total number of inmates in the program this year
<b>48</b>	New admissions this year.
<b>42</b>	Inmates completing the program
<b>1</b>	Inmates removed from the program
<b>0</b>	Inmates transferred to SLAP
<b>0</b>	Inmates transferred to another county
<b>1686</b>	Days served on Electronic Monitoring
<b>\$165,228.00</b>	Cost saved on incarceration @98.00 per day
<b>\$25,091.09</b>	Electronic Monitoring Fees Collected this year

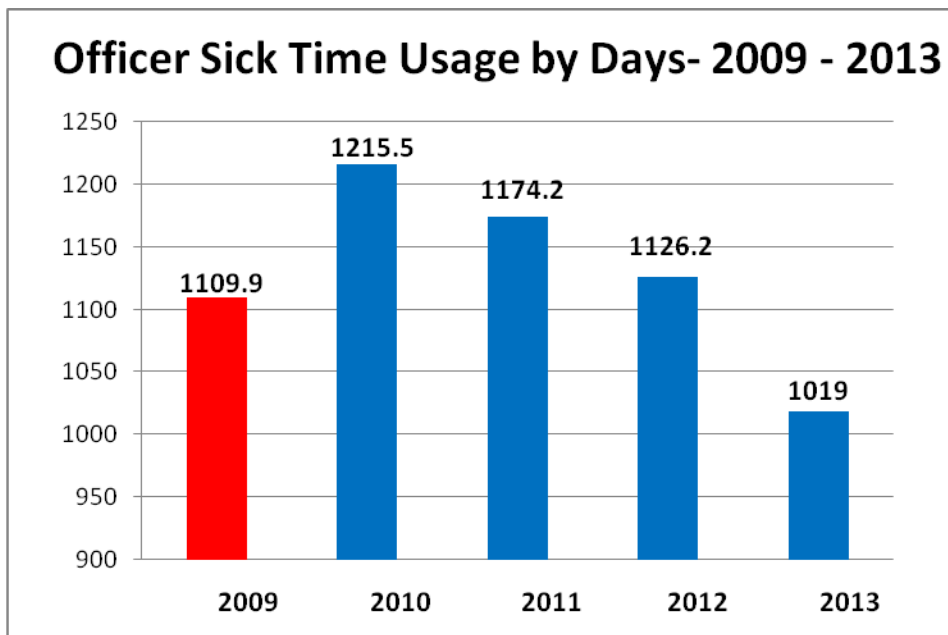
### **Electronic Monitoring Juveniles:**

<b>29</b>	New admissions this year
<b>20</b>	Juveniles that completed program
<b>4</b>	Juveniles removed from program
<b>1399</b>	Days served on program (doubled last year)
<b>\$8,177.09</b>	Electronic Monitoring Fees collected
<b>1399</b>	Estimated beds saved at Detention Center
<b>\$201,300.00 - \$419,700.00</b>	Cost saved on incarceration @ \$300.00 per day.

### **Correctional Center:**

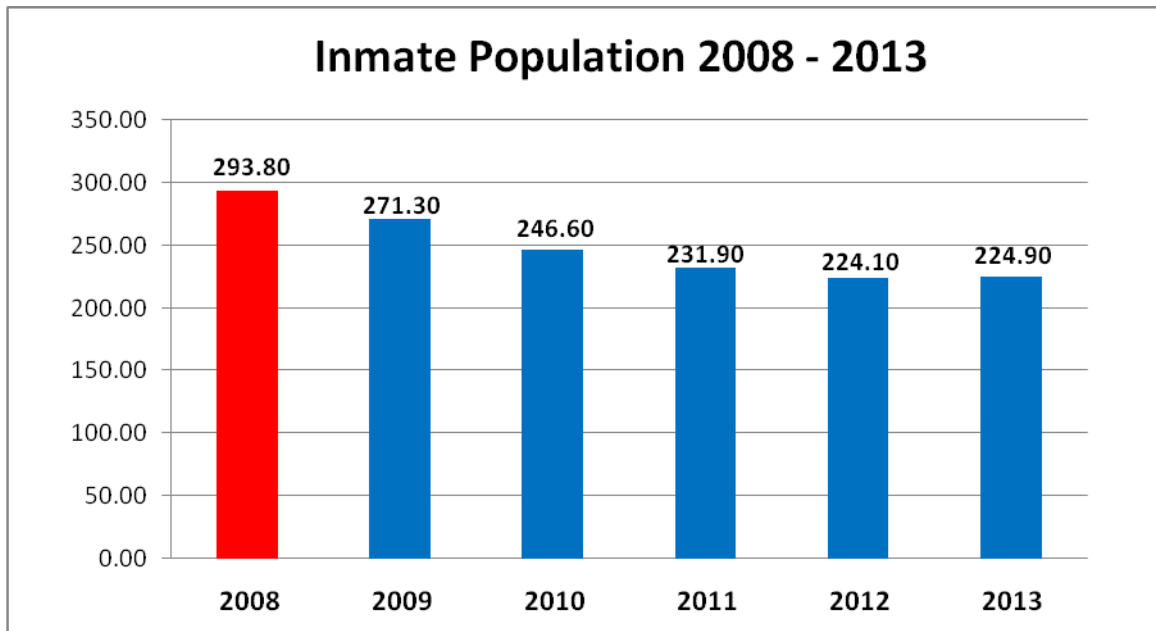
As explained earlier in the report there have been many changes implemented this past year at the Correctional Center to increase efficiency, safety and reduce costs. Sick time was reduced 1,287 hours this year from last year. Sick time monitoring program has resulted in a reduction of 2,358 hours since 2010. This was accomplished through a team effort with management, first line supervisors and the FOP Union. This will continue to be monitored and efforts made to reduce it further.





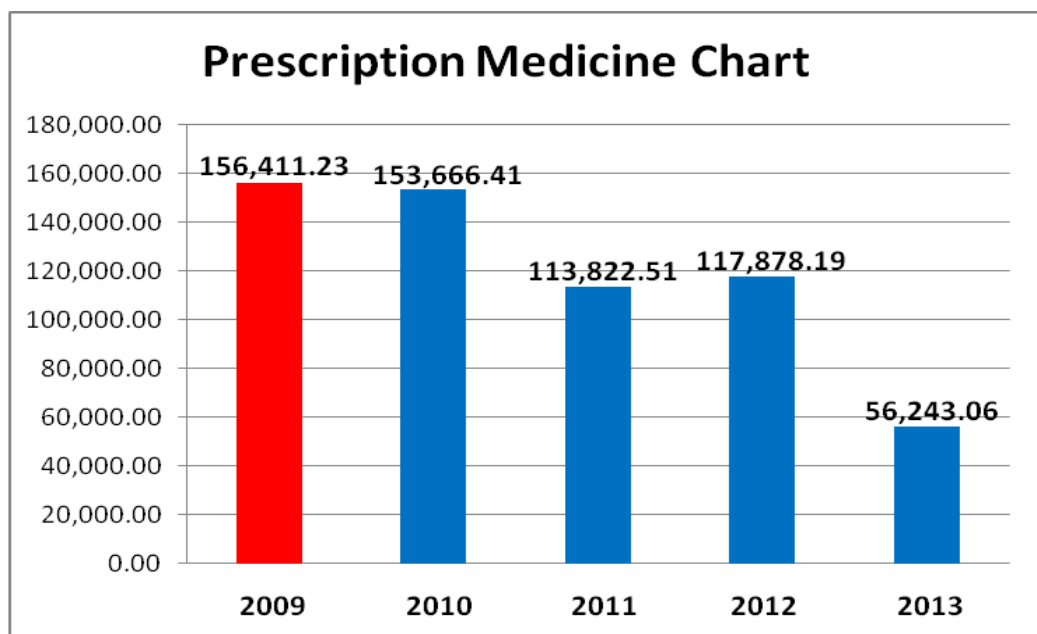
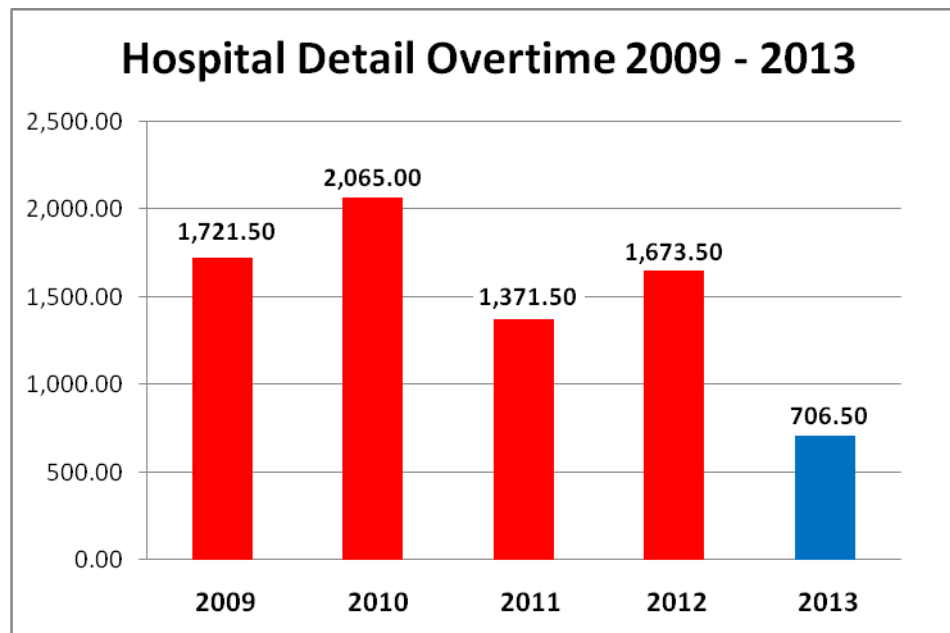
Assaults on officers were increased by only 1 for 2013. The automative schedule system freed up officers time assigned to visiting reducing costs. Internet visitation brought in approximately \$11,497.00. On line visits out numbered in person visits by 60% -40%.

Body cameras were added to officers to secure evidence need to reduce frivolous complaints by inmates. Inmates accounted for 62% of civilian complaints filed against officers this year. The use of the cameras have target hardened the Sheriff's Office and decrease civil liabilities.



As shown in the map above, inmate population on the average has decreased over the last few years and basically leveled out. This can be attributed partially to the success of the Alternative to Incarceration Program.

A tremendous savings was realized with the introduction of 24 hour nursing to the jail. This was the first full year of this program and resulted in reduction dramatic reduction of hospital related overtime and precription drug costs as seen by the below charts.



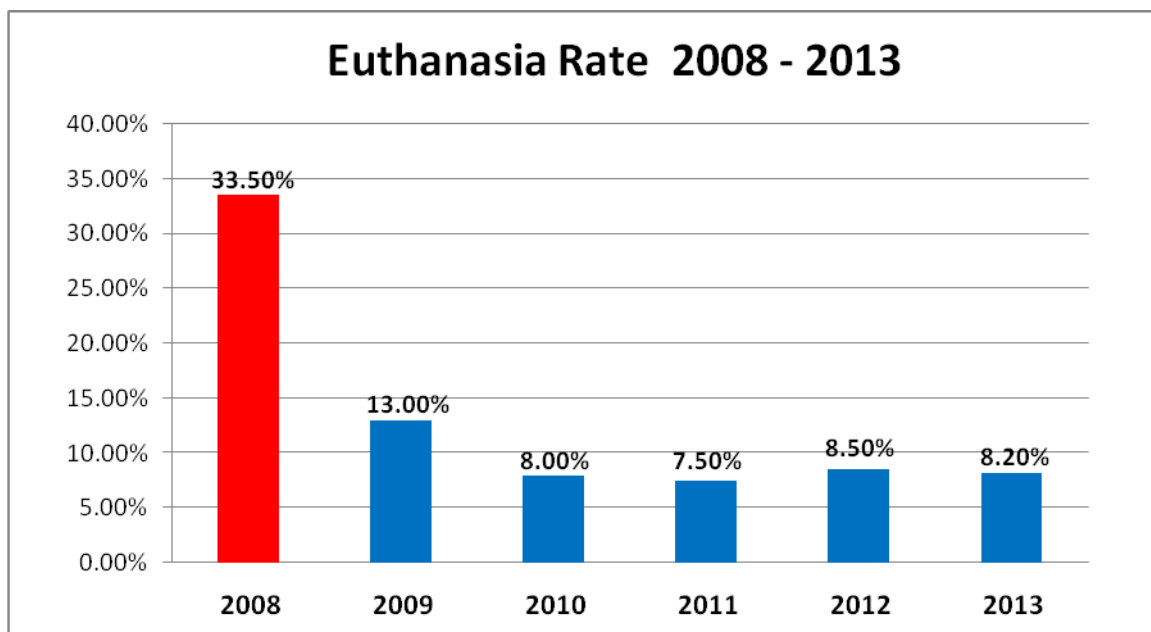
Additional information:

<b>8,025.50</b>	Hours of mandatory and advanced training 132 sworn personnel received.
<b>3,408</b>	Commitments to Correctional Center (284 per month)
<b>3,392</b>	Releases from Correctional Center (282.6 per month)
<b>96</b>	Use of Force Incidents (up 16)
<b>13</b>	Inmate on Inmate Assaults (decreased by 10)
<b>5</b>	Inmate on Staff Assaults (increased by 1)
<b>53</b>	New gangs members identified.
<b>1,591</b>	Inmates participating in Video Court Municipal
<b>401</b>	Inmates participating in Video Court Superior

<b>3,138</b>	Inmate work days credited
<b>13,205</b>	Inmates participating in programs
<b>135</b>	GED Classes
<b>6</b>	Inmates who earned GED
<b>2</b>	Suicide attempts (down from 15)
<b>3,812</b>	Inmate visits with family
<b>3,583</b>	Inmate visits with professionals
<b>6,339</b>	Law library uses
<b>143</b>	AA Meetings
<b>92</b>	NA Meetings
<b>257</b>	Religious Services
<b>1,731</b>	Religious Contacts
<b>13,006</b>	Contact with/on behalf of inmates
<b>196</b>	Counseling sessions with inmates
<b>444</b>	Contacts with families
<b>15,006</b>	Total contacts and assists for inmates

## **Animal Shelter**

The Animal Shelter has seen significant improvements over the last several years. The management team and staff have done an outstanding job in turning operations around, increasing efficiency, reducing costs and most importantly reducing the euthanasia rate. For four years in a row the shelter has been able to keep it's euthanasia rate below 10%, maintaining at 8.2% this year. Only a very few public shelters can make that claim.



An emergency generator was installed that will enable the Shelter to have lighting, power and HVAC system operation for extended outages of utility electrical power. The Shelter will be able to operate during major weather events. This project utilized the NJ State Contract procurement system which allowed the County to have the system on-line at a fair price without the lengthy and cumbersome bidding process.

The Cape May County Animal Population Control Plan issued 62 vouchers to County residents. Applicants pay \$10.00 co-pay, provide proof of residency and proof of qualifying assistance to obtain a voucher. The cost of altering the pet is paid to contracted veterinarians through the Spay/Neuter Trust Fund. This Trust is funded by participating CMC municipalities, donations and grants. To date \$9921.35 came from private donations, \$3735.00 came from grants through PetSmart Charities, Inc and \$25,227.00 came from the participating municipalities. In addition to providing funds for low cost spay/neuter for qualifying County residents this Trust pays for spay/neuter procedures and surgeries of Shelter animals. *(NOTE: The two largest municipalities in the county (Lower and Middle Township) and the City of Cape May did not participate in this program in 2013. Lower Township will be contributing in 2014 which means this fund will increase by \$13,287.00.)*

The Animal Shelter Trust Fund, a 100% private donation funded account, continues to allow the Shelter to provide additional services to the residents of Cape May County, to improve the overall operation and allow for excellent medical treatment for animals under our care at no expense to the taxpayer.

In 2013 \$94,496.94 in private donations were received. *(NOTE: The Shelter received \$54,000.00 in a private donation from the Caroline Doherty Foundation.)* This account provided veterinary care for 68 pets owned by Cape May County residents totaling \$9217.23. Without our help these pets would not have received veterinary care. It also allows Shelter animals to receive treatment and surgeries that otherwise would be too costly. In addition this account paid for advertising and promotion of Shelter events held throughout the year.

To date \$23,070.00 from the ASTF has been used for a ventilation rehabilitation project. The entire ventilation system at the Shelter was cleaned and areas replaced as needed. Three critical exhaust systems were replaced and three roofcaps installed. This has resulted in a healthier working environment for employees and healthier living conditions for the animals.

Funds from the ASTF allowed the Shelter to continue through 2013 to contract with Carol Siegrist, previous Director of Training and Animal Behavior for the Pennsylvania SPCA. Carol Siegrist is a Certified Professional Dog Trainer (CPDT-KA) and a Certified Canine Behavior Consultant (CCBC-KA). Siegrist also has a Bachelor of Science Degree in Education from Temple University and an MBA from Drexel University. In addition to training staff and volunteers, Siegrist provides behavior and temperament assessments on Shelter dogs and consults with Shelter management weekly. To date donations have funded \$13,138.50 toward this program. This increase in risk management and volunteer and staff training programs again comes at no expense to the taxpayer.

Throughout 2013 the strong cooperative relationship between the Animal Alliance of Cape May County and the Shelter continued to save a considerable amount of money while providing a much needed service to the County. By honoring vouchers from the Cape May County Animal Population Control Plan in their weekly clinics \$1295.00 was saved in feline surgeries and \$44.00 in rabies vaccines. This savings remains in the Spay/Neuter Trust Funds allowing more Cape May County residents to benefit from the program. In addition a savings of \$13,490.00 was realized in surgery fees for Shelter felines by utilizing the weekly clinic for Shelter cats. In addition \$386.00 was saved in rabies vaccines for Shelter felines as the Alliance includes this vaccine with all their surgeries. Total savings realized due to this group is \$15,215.00.

Through 2013 volunteers performed a total of 5,574.5 hours. Twenty-six volunteers performed 4621.5 hours of volunteer work at the Shelter and another twenty-five volunteers performed 953 hours for the Shelter at

the PetSmart store in Rio Grande. On average an animal attendant is paid \$12.95 per hour. Calculated at that rate volunteer hours equal \$72,189.75 that is NOT billed to the taxpayer.

See Charts on following pages.

<b>CAPEMAY COUNTY ANIMAL SHELTER &amp; ADOPTION CENTER</b> 4 Moore Road, DN 501-B, Cape May Court House, NJ 08210 <b>609-465-8923 email: animalshelter@co.cape-may.NJ.US</b> Contact Person: Judy Davies-Dunhour									
<b>CATS</b>	<b>INCOMING</b>			<b>OUTGOING</b>					
<b>2013</b>	<b>ACO</b>	<b>Surrender</b>	<b>Other</b>	<b>Reclaimed</b>	<b>Adopted</b>	<b>Transferred</b>	<b>Euthanized</b>	<b>Died in Shelter</b>	<b>Other</b>
January	13	14	3	6	29	24	7	0	0
February	14	4	5	2	22	10	6	0	2
March	15	8	2	1	24	17	0	0	0
April	17	6	9	5	19	11	1	0	3
May	69	22	21	6	22	40	4	1	2
June	59	10	26	9	13	16	13	5	0
July	55	8	17	10	23	21	4	0	2
August	58	5	21	10	26	20	8	2	1
September	44	1	7	0	29	35	7	2	0
October	48	12	15	4	19	40	9	0	1
November	26	10	8	3	20	8	2	0	0
December	21	5	8	2	34	19	2	0	0
<b>Total 2013</b>	<b>439</b>	<b>105</b>	<b>142</b>	<b>58</b>	<b>280</b>	<b>261</b>	<b>63</b>	<b>10</b>	<b>11</b>

<b>DOGS</b>	<b>INCOMING</b>			<b>OUTGOING</b>					
<b>2013</b>	<b>ACO</b>	<b>Surrender</b>	<b>Other</b>	<b>Reclaimed</b>	<b>Adopted</b>	<b>Transferred</b>	<b>Euthanized</b>	<b>Died in Shelter</b>	<b>Other</b>
January	16	12	3	9	17	8	3	0	0
February	17	6	0	13	10	3	5	0	0
March	14	11	2	6	5	5	1	0	0
April	23	15	1	19	13	6	2	0	0
May	20	9	3	19	11	2	4	0	0
June	25	7	4	15	11	1	1	0	0
July	24	17	7	20	15	5	2	0	0
August	23	6	2	13	10	3	3	0	0
September	24	6	6	16	13	5	1	0	0
October	18	12	5	13	12	11	1	1	0
November	18	12	5	11	12	7	3	0	0
December	16	15	4	14	14	5	1	0	0
<b>Total 2013</b>	<b>238</b>	<b>128</b>	<b>42</b>	<b>168</b>	<b>143</b>	<b>61</b>	<b>27</b>	<b>1</b>	<b>0</b>

**FINANCIAL**

<b>2013</b>	<b>ADOPTIONS</b>	<b>IMPOUND/ RECLAIM</b>	<b>RELINQUISH</b>	<b>QUARANTINE</b>	<b>MICROCHIP</b>	<b>DONATIONS</b>	<b>SPAY/ NEUTER</b>	<b>NSF</b>	<b>SHELTER MISC. REVENUE</b>	<b>Total</b>
January	2,304.50	-	640.00	150.00		2,239.00	670.00	15.00	-	6,018.50
February	1,543.50	-	130.00	-	120.00	1,432.20	425.00	-	-	3,650.70
March	1,125.00	55.00	600.00	-	30.00	37,216.05	755.00	-	1,459.50	41,240.55
April	1,585.50	130.00	600.00	-	60.00	1,732.90	560.00	15.00	20.00	4,703.40
May	1,479.50	98.00	600.00	300.00	-	4,465.44	60.00	-	13.56	7,016.50
June	1,013.00		333.00	150.00	15.00	1,340.00	320.00	-	-	3,171.00
July	1,775.00	359.00	540.00	150.00		2,615.00	690.00	-	-	6,129.00
August	1,918.00	128.00	186.00	-	30.00	1,790.00	360.00	-	-	4,412.00
September	2,148.00		125.00	150.00	75.00	28,235.50	1,918.50	-	-	32,652.00
October	1,425.50	130.00	695.00	-	75.00	4,085.00	1,360.00	-	-	7,770.50
November	1,423.50	15.00	329.00	-	60.00	2,271.85	536.85	-	-	4,636.20
December	2,333.75	45.00	165.00			7,074.00	2,266.00			11,873.75
<b>Total 2013</b>	<b>20,074.75</b>	<b>960.00</b>	<b>4,943.00</b>	<b>900.00</b>	<b>465.00</b>	<b>94,496.94</b>	<b>9,921.35</b>	<b>30.00</b>	<b>1,493.06</b>	<b>133,284.10</b>

In closing, I need to thank the management team, supervisors and all the officers and civilian employees whose responsibilities come under the direction of the Sheriff's Office for their professionalism and outstanding dedication to their responsibilities. It is through their continued suggestions for improving this office and their work ethic that has enabled us to achieve our goals for this past year.

I want to thank the Board of Chosen Freeholders for their support and confidence as we initiated new programs and I look forward to working with the new Freeholder Board as we strive to provide the best professional law enforcement service to the residents of Cape May County and the construction period at the Correctional Center.

Respectfully submitted,

Gary G. Schaffer  
Sheriff Cape May County